

ARIZONA DEPARTMENT OF CORRECTIONS
DIET REFERENCE MANUAL

CHARLES L. RYAN
DIRECTOR

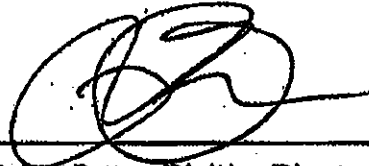
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ARIZONA DEPARTMENT OF CORRECTIONS APPROVAL FORM

This Correctional Food Service Diet Reference Manual, written specifically for the Arizona State Department of Corrections (ADC), will be used by staff to order, plan and administrate the Medical and Religious Restricted Diet Program and the ADC Nutrition Standards Medical and Religious Diet Guidelines. The Diet Reference Manual will be distributed to medical, dietary, contract food service and correctional personnel. All manuals are considered property of the Department of Corrections and cannot be copied or distributed outside ADC.



Robert Patton, Division Director, Offender Operations

6/21/10

Date



Dr. Richard Rowe, Medical Director

6/30/10

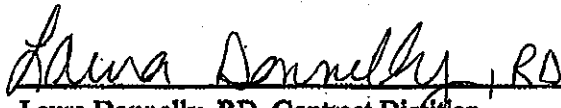
Date



Michael Linderman, ADC Pastoral Administrator

25 JUN 10

Date



Laura Donnelly, RD, Contract Dietitian

25 July 10

Date

INDEX OF RESTRICTED DIETS

Medical Diets	
Diet:	Diet Description:
Renal Dialysis Diet Strict Restrictions on Sodium/Potassium High protein (average 90 grams high biological value protein) Limited processed meats are served. (page 19)	To be assigned to those inmates undergoing or preparing to undergo renal dialysis. The diet eliminates foods high in potassium and phosphorus to avoid excess accumulation between dialysis treatments. Sodium is restricted to minimize fluid gain between dialysis treatments. Adequate amounts of high biological value protein are provided to ensure repletion of protein lost during dialysis.
Controlled Protein Diet (page 20)	The controlled protein diet is for CHRONIC conditions of the liver or ACUTE kidney disorders requiring strict protein control to minimize waste product excess due to impaired liver or kidney function. This diet is NOT appropriate for hepatitis A, B or C unless cirrhosis has developed 60-80 Grams Protein Sodium restricted
Wasting Syndrome Diet (page 21)	The wasting syndrome diet should be ordered when additional calories and protein are needed for those suffering from a disease or condition that has been clinical proven to cause detrimental weight loss or other conditions where an increased calorie level is medically necessary . Not to be prescribed indefinitely. Medical staff monitors inmate throughout the duration of the diet for improvement in condition.
Pregnancy Diet (page 22)	General population menu is enhanced by 300 calories. To be prescribed for the duration of the pregnancy and 6 weeks post partum only.
Allergy Diet This diet addresses the following food items: wheat, corn, milk, eggs, peanuts, tree nuts, fish, shellfish, and soy (page 23)	The Allergy Diet is one in which all of the top 9 allergy-producing foods have been eliminated. Before ordering an Allergy Diet the inmate must be screened by approved diagnostic tests such as RAST or other objective basis, for actual food allergy or food intolerance. Food preferences will not be considered as a valid basis for this diet.
Gluten Intolerance Diet/Gluten Free (page 24)	The Gluten Free diet is to be used to treat Gluten Intolerance, Celiac Sprue, or Non-Tropical Sprue. The diet contains NO wheat, rye, or barley.
Clear Liquid: 600 Kcal/day: limit 3 days (page 25) Full Liquid : 2000 Kcal/day: limit 5 days (page 26) Long Term Full Liquid : 2800 Kcal/day (page 27)	Clear Liquid for post flu or other stomach illness or pre-testing only. Three day limit. For hydration and calories only. Not nutritionally adequate for long-term use. Full Liquid menu limited for up to 5 days. Not nutritionally adequate for long-term use. Use post dental work, mouth sores, etc. Long-Term Full Liquid Diet used with medical supervision when solid foods cannot be eaten or tolerated. High protein shake is used to enhance calories. Appropriate for Wired Jaw nutrition.

OUTLINE OF RESTRICTED MEDICAL DIETS

MEDICAL RESTRICTED DIETS:

This manual follows the guidelines developed by staff of the Arizona Department of Corrections and represents a change in how medical diets are handled. The new approach is a three tiered plan to meet the dietary needs of ADC inmates.

Tier One: Self Management: The general population menu is designed to ensure that inmates maintain a desirable body weight, minimizes consumption of fat and simple carbohydrates and maintains an acceptable glucose level and is therefore appropriate for both Type-I and Type-II diabetic inmates and inmates with hypoglycemia or metabolic syndrome. The fat and sodium content of the general menu render it appropriate for those inmates requiring a diet for cardiac or high blood pressure issues. Self-management of conditions such as high blood pressure and diabetes will be encouraged and dietary education shall be provided by ADC Health Services staff by way of handout nutrition information. The inmate will also be offered the opportunity to attend classes on his/her diet or to meet with a Health Educator, if necessary. Emphasis will be placed on educating the inmate about appropriate store purchases. This approach is consistent with the American Diabetes Association position on Diabetes Management in Correctional Institutions and with the guidelines set by the National Academies of Science – National Research Council.

Tier Two: Formulary Prescribed Medical Diets: When the general population menu is deemed inappropriate by the Health Care Provider ("HCP"), a medical diet may be ordered *using only the diets listed the Diet Reference Manual*. Addition of texture modifications diets is acceptable, for example "Mechanical Dental Soft Controlled Protein Diet". All other modifications are considered 'non-formulary'. Inmates prescribed formulary medical diets can be provided education from Health Services upon request or ordered by the health care provider.

Tier Three: Non Formulary Medical Diets: Any additional medical diets not listed in the Diet Reference Manual must be reviewed and approved by the ADC Medical Director or designee. Inmate education on these diets can be done through the Health Educator or, if necessary and approved, through the ADC Contract Registered Dietitian.

Medical Diets take precedence over Religious Diets. If a diagnosed medical condition exists that is contraindicated by the Religious Diet, the Medical Diet will supersede it. The medical condition must be documented in the inmates' medical chart or proven with lab work.

ALL REGULAR AND RESTRICTED DIETS

Responsibility:

The Contract Food Service Staff (CFSS) will provide regular and restricted diets that are nutritionally adequate, regularly monitored and compatible with the needs of inmates.

- Procedure:**
1. All inmates, including those in administrative and protective segregation, will be provided with an adequate diet based on current Recommended Dietary Allowances (RDA) from the National Academies of Science – National Research Council.
 2. The general population menu will form the basis of all restricted diets included in the Diet Reference Manual for the Arizona Department of Corrections (ADC).
 3. Request for special foods based on inmate preferences shall **not** be ordered by health care providers.
 4. It is the responsibility of the CFSS to check the Inmate's ID card and match it to the restricted diet roster to correctly distribute the prescribed diet or snack.
 5. The CFSS will document the delivery of restricted diets for each inmate on a meal by meal basis. Lockdown restricted diets are delivered to Correctional Staff who issue and document the delivery of the Restricted Diet to the inmate.
 6. Correctional officers assigned to the dining room observing inmates refusing the restricted diet meal, selecting regular meals through the regular meal line, receiving, trading, giving food away, or otherwise altering his/her restricted diet will submit an information report (IR) according to institutional procedures. A copy of the IR will be forwarded to the Unit Deputy Warden, the ADC Food Service Liaison, Senior Chaplain, and the Facility Health Administrator (FHA) for the appropriate administrative action up to and including removal from the restricted diet list. The FHA will share these records with the Attending Physician and/or the HCP.

ORDERING AND CANCELING RESTRICTED DIETS

Requirements

The ordering and canceling of restricted diets shall conform to established procedures to ensure the expedient delivery of the appropriate diets to all inmates. Restricted diets may be written for a period of up to one year with the exception of liquid supplements.

Procedures:

1. Only medically indicated restricted diets as identified in the ADC Diet Reference Manual may be ordered by a medical or dental provider. Religious diets listed in this manual may only be ordered by religious providers such as Senior Chaplains.
2. Restricted diets **not** in the Diet Reference Manual that are medically indicated can only be ordered with the approval of the ADC Medical Director.
3. Health Care Providers and Senior Chaplains ordering restricted diets will complete, sign and date the Restricted Diet Order Form. The HCP or Senior Chaplain will retain their portion of the form and ensure the form is placed in the inmate's record. The remaining portion of the order form will be forwarded to the ADC Food Service Liaison for approval and processing of the diet card in accordance with procedures.
4. Incomplete or non-conforming diet order forms will be returned unprocessed to the HCP by the ADC Food Service Liaison.
5. Telephone (verbal) orders for a restricted diet will be honored but must be followed with a written order sent to the ADC Food Service Liaison within one working day of the initial order.
6. Restricted diets may be canceled at any time by a HCP or Senior Chaplain by notification to the ADC Food Service Liaison.
7. An inmate's commissary will be reviewed by a HCP and/or Senior Chaplain during the health evaluation and/or when diet compliance is an issue and non renewal is contemplated. The ADC Food Service Liaison shall review an inmate's commissary on an as needed basis. Each inmate is responsible for his/her restricted diet and compliance of their diet.

PROCEDURES FOR RESTRICTED DIETS

Responsibility:

The CFSS will provide the necessary supervision and training to assure that restricted diets are prepared and served according to the guidelines set forth in the approved diet manual. The CFSS shall maintain permanent documentation of meals actually served for prescribed medical, dental, religious, or other modifications to the regular menu.

Administration:

The Food Service Contractor and ADC will maintain a dietary program that provides restricted diets for inmates diagnosed with medical conditions with specific dietary requirements.

Procedure: 1. Inmates with a medical diagnosis will be provided with a restricted diet appropriate for their medical condition **based** on the ADC approved General Population Menus.

NOTE:

=>**Urgent** diets may be phoned directly into the ADC Food Service Liaison who will direct food service staff to prepare the required meal.

=>If the ADC Food Service Liaison is **not** available, the Medical Provider may contact the CFSS or designee directly.

=>Written documentation of the Medical diet will follow within 24 hours. See Diet Call in Log in Appendix.

2. Medical diets will be ordered by a Health Care Provider and Religious Diets will be ordered by a Senior Chaplain. It will be the HCP's and/or Senior Chaplain's responsibility to revise, re-order, or cancel restricted diets as necessary unless the inmate is removed from the diet for non-compliance (see Ordering and Canceling Diets).
3. Dietary education to inmates prescribed restricted medical diets will be provided by the ADC Health Services staff.
4. The CFSS will be trained in the preparation and delivery of restricted diets to the appropriate inmates and will maintain dietary records according to established protocol.

5. Food service personnel will be responsible for obtaining the inmate's signature when he/she receives a diet tray or snack, except for diets served to inmates confined in lockdown units where correctional staff will obtain signatures.
6. Upon review of the Evaluation of Inmate Medical/Religious Diet (Non-Compliance) form by the ADC Food Service Liaison, an inmate will be removed for non-compliance when **five** (5) meals are missed in **seven** (7) calendar days, or when the inmate requests removal in writing.
7. When a diet must be changed temporarily because of dental or other issues, the provider must include the diet type with the mechanical manipulation necessary to allow the inmate to eat his/her diet. *Example: Vegetarian Diet plus Mechanical Soft for two weeks.*
8. It is the responsibility of an inmate to maintain the active status of his/her diet. An inmate whose diet has been removed from the diet roster must be reinstated by medical with counseling or by the Senior Chaplain after determining the inmate did not violate the terms of the religious diet.
9. Inmates on restricted diets will be provided only their prescribed diet. Inmates **will not** be offered a General Population meal if they refuse their diet meal.

DIETARY CONSULTATIONS

Requirements:

The Arizona State Department of Corrections will provide dietary consultations for inmates with specific medical diagnosis following the established procedures.

Simple diet instruction and education can be provided by ADC Health Educators located in the ADC corridor facilities. Diet education provided to inmates covers lifestyle and self-management issues for conditions such as hypertension, diabetes, allergies, gluten intolerance, weight loss, weight gain, etc. For clinical issues more complex, a consult for the Contracted Registered Dietitian can be ordered.

Procedures:

- 1) Dietary consultations may be provided by the contract Registered Dietitian if ordered and approved by the Health Care Provider for inmates with the following diagnosis:
 - A. Newly diagnosed renal disease requiring a restricted diet with questions or difficulties that cannot be addressed by the Health Educator.
 - B. Crohns disease or other gastrointestinal diseases with clinically relevant malabsorption that shows no response to appropriate diet treatment.
 - C. Inmates with chronic weight loss/wasting disease.
 - D. Special dietary consultations for other medical conditions may be requested only with the approval of the Medical Review Board or the ADC Medical Director
- 2) Dietary teleconference is first intervention, if no improvement; a personal assessment may be required.
- 3) Dietary consultations will be requested by completion of the Medical Dietary Consultation Request Form by the Health Care Provider (see Appendix).
- 4) The Medical Dietary Consultation Request Form will be placed in the inmate's medical record with a copy for the dietitian and ADC Food Service Liaison.
- 5) Restricted diets not included in the Diet Reference Manual, but recommended by the Dietary Consultant, may be ordered by the HCP by completing a Restricted Diet Order Form in the "other" section (see Ordering and Canceling of Diets). If needed, the contract registered dietitian will provide the restricted menu to meet the nutrition requirements of the restricted diet.

OUTLINE OF RELIGIOUS DIETS

Purpose:

To ensure inmates whose sincere religious beliefs require adherence to dietary restrictions are provided nutritionally adequate meals that allow them to conform.

Responsibility:

The Contract Registered Dietitian will outline a nutritionally adequate menu for the approved religious diets based on specifications and directives provided by the Director of Pastoral Services. The CFSS will provide the necessary supervision and training to assure that religious diets are prepared and served according to the guidelines set forth in this procedure.

Procedure:

1. Religious diets orders must be approved and signed by the Senior Chaplain or designee. Only the approved list of religious diet menus will be used.
2. The contract Registered Dietitian will review all religious diet menus to ensure the inmate is receiving an adequate diet. The contract Dietitian will include this as part of the annual review.
4. Religious fasts will be in accordance to the ADC Food Services Technical Manual.
5. Religious diets will be defined, ordered, discontinued, reinstated, and reviewed according to the procedures of the religious service program.
6. Inmates on religious diets will be provided only their prescribed diet. Inmates **will not** be offered a General Population meal if they refuse their religious diet.
7. **Medical Diets take precedence over Religious Diets. If a diagnosed medical condition exists that is contraindicated by the Religious Diet, the Medical Diet will supersede it. The medical condition must be documented in the inmate's medical chart or proven with lab work.**

RELIGIOUS DIETS DESCRIPTION

VEGETARIAN DIET

A vegetarian diet is prescribed as an accommodation for inmates whose sincere religious beliefs forbid the consumption of meat. It replaces meat items with cheese, peanut butter, beans or legumes and includes dairy and dairy products but excludes all other animal flesh and by-products, including eggs.

KOSHER DIET

Kosher refers to food that is permitted to be eaten in accordance with the dietary restrictions of the Jewish religion. Followers of the Jewish faith who observe these restrictions as part of their religious practice will avoid eating those foods which would not be considered as kosher.

The Arizona Department of Corrections authorized a two week menu that incorporates the principles of kosher meal preparation as much as possible. The preparation and service are accomplished following procedures approved by a rabbi. The menu is certified for nutritional adequacy by the Contract Registered Dietitian. It is designed to ensure that dairy products are not served in the same meal as meat, chicken or fish, utilizing, cooking and serving utensils reserved for kosher food preparation. Except for fresh fruits and vegetables and other items that are considered inherently Kosher, only foods certified by a recognized Orthodox Kosher standard with symbols such as "OU" (Union of Orthodox Jewish Congregations), "K" (Kosher) or "CRC" (Chicago Rabbinical Council) are served under the Kosher Diet menu. Where the kosher diet menu calls for the service of pre-packaged foods, only pre-packaged items bearing the appropriate kosher certification symbol are served. However, some pre-packaged items (like tea, coffee, sugar, sugar substitute, salt and pepper and other condiments) are served in pre-packaged packets without the kosher symbol because they are delivered from vendors in bulk packaging bearing an appropriate kosher certification.

Kosher Passover meals will be provided for all inmates on the kosher diet during Passover.

GENERAL POPULATION MENU

Indication:

The General Population Menu is designed for individuals who require no special dietary modifications or restrictions. It will be served to all inmates unless a restricted diet is ordered. Due to its consistent carbohydrate content and moderate sodium and fat content, the general population menu will be used for inmates with Type I and Type II diabetes, hypoglycemia, impaired glucose tolerance, or metabolic syndrome and those requiring a 'heart healthy' or cardiac diet or a reduced sodium diet.

Principles:

- A. Follow Dietary Guidelines established by the United States Department of Agriculture (USDA) and Health and Human Services (HHS).
 - 1. Adequate but not excessive calories while meeting guidelines for vitamins and mineral intakes
 - 2. Adequate fiber
 - 3. Moderate sodium
 - 4. Limit saturated fats to $\leq 10\%$ calories, total fat to 20-35% calories. Minimize or eliminate *trans* fats
 - 5. Decrease added sugars
- B. Maintenance of blood glucose within normal limits even in those inmates whose glucose tolerance is impaired.

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as described by the RDA standards of the National Academies of Science – National Research Council. The General Population menu will offer approximately 2900 (+/- 200) calories per day for men and 2200 (+/- 200) calories per day for women ages 18 to 70.

Minor populations, ages 13-17, will be served an enhanced calorie menu according to the Male and Female General Population Menus. Menus will be in compliance with The National School Lunch and Arizona Department of Education Standards.

RESTRICTED MOVEMENT MENU

Indication:

A reduction in calories is indicated for inmates while in lock-down or other situations where movement is restricted.

Principles:

Caloric intake is reduced to compensate for decreased energy needs. Measures taken to address security issues with this diet include no hot liquid like items such as coffee, hot cereal, and soup. The menu provides approximately 2600 calories per average per day for males and 2000 calories per average per day for females.

NOTE: Inmates on an approved restricted religious or medical diet will have their diet modified to conform to the restricted movement menu. Such modifications include but are not limited to removing hot items like soup and cereal and reducing the beverage serving size to eight ounces.

Nutritional Adequacy:

This diet is adequate in all nutrients according to the RDA standards of the National Academies of Science – National Research Council if all the foods are eaten.

SUICIDE/MENTAL HEALTH WATCH MENU PROTOCOL

Suicide Watch Menu Protocol:

Finger Food only packed in a paper bag for all meals. **No Styrofoam containers or utensils**

Sample Meal: 4 slices of bread (no wrap)
Lunch Meat & Cheese (no wrap)
Snack of the Day (removed from package)
Cookie (no wrap)
Beverage Packet

Mental Health Watch Menu Protocol:

Current menu for the day with no modifications served only in a disposable container

DIABETES MANAGEMENT PROTOCOL

Nutritional counseling and menu planning are an integral part of the multidisciplinary approach to diabetes management in correctional facilities. Educating the patient, individually or in a group setting, about how food affects diabetes control is the first step in facilitating self-management. A dietary pattern that includes carbohydrates from fruits, vegetables, whole grains, legumes, and low-fat milk is encouraged for good health. Foods that contain carbohydrates are an important source of energy, fiber, vitamins, and minerals and are important in dietary palatability. Substantial evidence from clinical studies demonstrates that dietary sucrose (white sugar) does not increase blood sugar more than the same caloric amounts of carbohydrate from starch. Sucrose containing foods can be substituted for other carbohydrates in the meal plan. There should be consistent carbohydrate content at each meal. The carbohydrate contents of breakfast, lunch, dinner, and snacks may vary, but the day-to-day carbohydrate content of meals and snacks is kept consistent.

It is recommended that the term "ADA diet" no longer be used since the American Diabetes Association no longer endorses a single nutrition prescription or percentage of macronutrients. The best mix of carbohydrates, protein, and fat varies depending on individual circumstances.

The diabetes diet will be based on the General Population menu which incorporates the principles endorsed by the ADA for diabetes care in correctional institutions:

- Consistent amount of carbohydrates served at breakfast, lunch, and dinner utilizing carbohydrate counting method or nutritional analysis to determine the amount of carbohydrate at each meal; 50-60% of calories based on a 7-day average
- Protein: 15-20% of total calories based on a 7-day average
- Fat: 30% of total calories based on a 7-day average.
- Recommended fiber amounts will be that of the general population: 25-38 gram per day. A higher fiber diet is not recommended for people with diabetes than for the general population as a whole. Populations, including people with diabetes, are encouraged to eat a variety of fiber containing foods such as legumes, cereals, fruits, vegetables, and whole grain products.

Self-management of diabetes will be encouraged and dietary education will be provided by ADC Health Services staff by way of handout nutrition information. In addition, all inmates with diagnosed diabetes will be urged to attend classes or to meet with a Health Educator. Emphasis will be placed on educating the inmate about appropriate store purchases.

If it is medically necessary for the inmate to have a snack to control blood sugars or to prevent hypoglycemia after PM insulin dose, one to three snacks per day may be prescribed by the health care provider. Please see page 29 for snack guidelines.

HYPERTENSION PROTOCOL

The dietary approach for hypertensive inmates will be based on the General Population Menu which incorporates the nutritional principles for hypertension management.

- If needed, reduce body weight through moderate caloric restriction
- Moderate use of dietary sodium
- Increase dietary intake of potassium
- Maintain adequate dietary calcium and magnesium
- Decrease dietary fats

Self-management of conditions will be encouraged and dietary education will be provided by ADC Health Services staff by way of handout nutrition information. The inmate will also be offered the opportunity to attend classes or to meet with a Health Educator, if necessary. Emphasis will be placed on educating the inmate about appropriate store purchases.

CARDIAC PROTOCOL

The dietary approach for hypertensive inmates will be based on the general population menu which incorporates the nutritional principles for hypertension management outlined by the NCCHC:

- Limit fat to no more than 30% of calories from fat and no more than 10% of calories from saturated fat.
- Encourage custody officials to include heart-healthy items as options in the commissary.

Self-management of conditions will be encouraged and dietary education will be provided by ADC Health Services staff by way of handout nutrition information. The inmate will also be offered the opportunity to attend classes on his/her diet or to meet with a Health Educator. Emphasis will be placed on educating the inmate about appropriate store purchases.

DENTAL/MECHANICAL SOFT DIET

Indication:

A mechanical/dental soft diet is suitable for inmates who have difficulty in chewing due to illness, injury, recent dental procedure, or that may be edentulous

Principles:

The diet is composed of foods that do not require mastication and are easily swallowed. The menu is based on the General Population Menu for Males and Females. Regular menu items are used whenever possible. Items are chopped, ground or mashed to the inmate's ability to chew. Vegetables should be well cooked, fruits peeled and mashed when necessary. Hard crust wheat breads are avoided, as are crackers, chips and other crisp or rough foods. Foods with seeds, nuts, coconut, relish, pickles, peppercorns, and crunchy peanut butter should be avoided.

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as prescribed by the RDA standards from the National Academies of Science – National Research Council for females and males ages 18-70.

RENAL DIALYSIS DIET

Indication:

The dialysis diet is used in the treatment of inmates with end-stage renal disease who are receiving hemodialysis or peritoneal dialysis. Management focuses on controlled intake of sodium, potassium, phosphorous and fluids.

Principles:

- A. Reduce the production of wastes that must be excreted by the kidneys
- B. Avoid fluid overload between dialysis treatments
- C. Avoid electrolyte overload or imbalance
 - 1. Processed meats are limited to keep sodium content at approximately 3500 mg
 - 2. High potassium foods are served only once per day in restricted amounts
 - 3. High phosphorous foods are limited
- D. Provide adequate high biological protein to ensure immune function and to replace protein lost during dialysis

Nutritional Adequacy:

The dialysis diet provides an adequate quantity of most nutrients as described by the RDA standards of the National Academies of Science – National Research Council.

CONTROLLED PROTEIN DIET

Indication:

To provide a diet for use in acute renal or chronic hepatic distress

- A. Help prevent the build-up of urea and other nitrogenous waste, creatinine, electrolytes (especially potassium, sodium and phosphate) and uric acid that are normally processed and excreted by the kidney and liver.
- B. Provide high biological value protein in amounts appropriate to maintain lean body mass and immune system function without further burden to liver or kidneys.

Principles:

The controlled protein diet emphasizes controlled intake of protein, sodium and potassium. Adequate intake of essential amino acids and calories are planned to meet the needs of the patient with a specific degree of acute renal failure or chronic hepatic impairment.

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as described by the RDA standards of the National Academies of Science – National Research Council. The Controlled Protein menu will offer approximately 2600 calories per day for men and 2000 calories per day for women.

WASTING SYNDROME DIET

Indication:

To supply adequate calories, protein, vitamins and minerals for inmates diagnosed with a disease causing wasting syndrome. The goal is to prevent tissue wasting, weight loss and allow for adequate nutrition to help fight secondary infections. Diet is indicated to treat diseases such as Cancer or HIV/AIDS, etc.

Principles:

The nutrient requirements of individuals diagnosed with a disease causing wasting syndrome has not been established. Treatments can cause numerous problems such as nausea, vomiting, diarrhea, pain, taste changes and loss of appetite, all of which may lead to weight loss and muscle wasting. Extra nutrients are needed to repair cells and build new tissue. The Wasting Syndrome Menu is used to supply adequate protein, vitamins, minerals and calories to maintain a healthy balanced nutritional state throughout the disease treatment. The general population menu is the basis of the diet. It is enhanced with increased serving sizes of some menu items, three (3) milks per day and a bedtime snack.

Nutritional Adequacy:

The wasting syndrome diet supplies approximately 3300 calories per day. This diet provides an adequate quantity of nutrients as prescribed by the RDA standards of the National Academies of Science – National Research Council.

PREGNANCY DIET

Indication:

To assure adequate nutrition during pregnancy up to 6 weeks post partum.

Principles:

Calories

The American Dietetic Association recommends an additional 300 kcal per day during pregnancy. (Pre-pregnancy needs are about 2,200 calories daily for most active women and teenage girls and about 1,600 calories for sedentary women.) This additional calorie requirement may seem small. However, it is enough to supply the extra energy essential to support pregnancy. Some expectant mothers may be tempted to "eat for two," or double the amount of food they normally eat. This practice is likely to result in excessive weight gain.

Protein

Both the expectant mother and developing fetus need increased amounts of protein. In 1989, the Recommended Dietary Allowance (RDA) for protein during pregnancy was significantly reduced, based on revised estimates of the efficiency of protein utilization in pregnant women. It is recommended that pregnant women consume at least 60 grams of protein a day, or only 10 grams more than non-pregnant women.

Nutritional Adequacy:

This diet provides an adequate quantity of most nutrients as prescribed by the RDA standards of the National Academies of Science – National Research Council. Additional supplementation provided by prenatal vitamins is recommended for the increased need in iron (30 mg/day), folic acid (600-800 mcg/day), and B-complex vitamins to support healthy pregnancy.

ALLERGY DIET

Indication:

This diet is used in the treatment of diagnosed food allergies or intolerances.

Principles:

This menu will effectively remove the top nine allergy-producing foods:

Egg	Fish	Shellfish	Peanuts	Corn
Milk	Wheat	Tree Nuts	Soy	

Nutritional Adequacy:

This diet provides an adequate quantity of most nutrients as described by the RDA standards of the National Academies of Science – National Research Council.

Note to Providers:

Clinical, objective medical tests to establish food allergies may be considered to establish food allergies. Inmates should only be allergy tested when there is sufficient evidence to do so.

Individual intolerances may require the exclusion of certain food items. These intolerances/allergies must be acknowledged by the physician in writing. Food substitutions or menu exchanges will be made only by the contracted food service Registered Dietitian only when the exclusion or avoidance of the offending food would jeopardize the nutritional status of the menu as a whole. Non-life threatening food in-tolerances will be treated as a self-managed avoidance diet if possible. It will be the responsibility of the inmate to avoid those foods or ingredients that are not well tolerated. Education handouts as well as menu information will allow inmate to avoid foods not tolerated. Inmates can also meet with a Health Educator if they require further assistance.

The general population menu as served **does not** contain pork, fish or shellfish and can be served to inmates with only those allergies.

GLUTEN INTOLERANCE DIET/GLUTEN FREE

Indication:

This diet is used in the treatment of gluten induced entropathies (non-tropical sprue, celiac disease).

Principles:

- A. Eliminate foods that contain gluten
 - 1. Wheat, rye, barley containing baked goods, cereal, coatings or pasta are eliminated
 - 2. Derivatives of wheat, rye, or barley malt vinegar or thickening agents
- B. Meet nutritional needs

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as described by the RDA standards of the National Academies of Science – National Research Council.

CLEAR LIQUID DIET

Indication:

This diet is for persons requiring a source of fluids with calories and electrolytes during acute stages of many illnesses, especially those with elevated temperatures, in acute inflammatory condition of the gastrointestinal tract, pre-operative, post-operative, or in conditions where it is necessary to minimize the amount of fecal material in the colon.

Principles:

1. Maintain hydration:
The clear liquid diet provides at least 70 ounces of fluid.
2. Provide adequate carbohydrates:
The clear liquid diet provides approximately 150 grams of carbohydrate; this is enough to prevent low blood sugar or onset of ketosis.
3. Minimize digestive burden:
The clear liquid diet provides calories and fluids without stimulating extensive digestive processes.

Nutritional Adequacy:

This diet is not nutritionally complete. The diet lacks calories, protein, vitamins and minerals to meet the RDA and **should not be used for more than three days**. The diet provides approximately 600 calories per day.

ONE DAY CLEAR LIQUID SAMPLE MENU

BREAKFAST		LUNCH		DINNER	
Beverage	1 Cup	Beef Broth	1 Cup	Chicken Broth	1 Cup
Gelatin	½ Cup	Beverage	2 Cup	Beverage	2 Cup
Coffee	1 Cup	Gelatin	½ Cup	Gelatin	½ Cup
Sugar Pkt	2 ea				

If diet is prescribed for Medical Test Purposes, **do not** serve Cherry or Strawberry Gelatin, as the dye may affect the test results.

Inmate Name: _____

Inmate Number: _____

Unit: _____

Date Begin: _____

Date End: _____

FULL LIQUID DIET

Indication:

This diet may be used in acute infection or post-operative surgery. The full liquid diet is indicated for the patient who is unable to tolerate solid foods and as an intermediate step in the progression from a clear liquid to a regular diet. If longer than 5 days is needed, refer to the Long Term Full Liquid Diet.

Principles:

The full liquid diet provides foods that are liquid or liquefied at body temperature.

Nutritional Adequacy:

This diet lacks calories, protein, vitamins and minerals to meet the RDA for males 19-50 or pregnant females. The diet provides approximately 2200 calories per day. If long term (greater than 5 days) full liquid texture is required, the HCP must prescribe a Long Term Full Liquid Diet.

ONE DAY MEAL PATTERN

BREAKFAST		LUNCH		DINNER	
Beverage	1 Cup	Strained Soup	1 Cup	Strained Soup	1 Cup
Farina	1 Cup	Mashed Potatoes, Thin	1 Cup	Mashed Potatoes, Thin	1 Cup
Low Fat Milk	1 Cup	Gravy	3 oz	Gravy	3 oz
Liquid Supplement Pkt	1 ea	Pudding	½ Cup	Pudding	½ Cup
Coffee	1 Cup	Low Fat Milk	1 Cup	Low Fat Milk	1 Cup
Sugar Pkt	2 ea	Beverage	1 Cup	Liquid Supplement Pkt	1 ea
				Beverage	1 Cup

Inmate Name: _____

Inmate Number: _____

Unit: _____

Date Begin: _____ Date End: _____

LONG TERM FULL LIQUID DIET

Indication:

A Long Term Full Liquid diet is suitable for inmates who cannot chew due to a long term illness or injury greater than five (5) days and may be prescribed for up to eight (8) weeks.

Principles:

The diet is composed of foods that have been pureed to a full liquid consistency. Regular food items are used whenever possible. A straw is not provided due to security reasons. *

Nutritional Adequacy:

This diet provides an adequate quantity of nutrients as prescribed by the RDA standards for the National Academies of Science – National Research Council for females and males ages 18-50.

Note to Providers: For inmates requiring a Pureed Diet due to permanent inability to chew foods, please contact your contracted Food Service manager. A pureed diet can be made available for inmates for long term use. The registered dietitian will be contacted to ensure proper equipment and training is in place at the facility. The menu will be based on the General Population Menu.

***See Appendix for Long Term Full Liquid Menu and High Calorie Shake Recipe**

LIQUID NUTRITION SUPPLEMENTS **(Formerly Resource®)**

Liquid supplements may be recommended **only** when an inmate's intake of regular food is causing detrimental weight loss or severe tissue wasting. Some inmates when they are initially incarcerated have been severely malnourished secondary to drug abuse, alcoholism, homelessness, etc. These inmates, when fed the General Population Menu over time, should gain weight and normalized their nutritional status under normal circumstances. If secondary diseases exist and weight gain is not being achieved over time, then the addition of a Liquid Nutritional Supplement is an appropriate nutrition intervention.

Liquid supplements will be ordered by the Health Care Provider, not to exceed two servings per inmate per day. The contracted food service company provides and pays for two supplements per day for each inmate who meets the approved criteria. If additional supplements above two per day are required, each additional serving is paid for by the Arizona Department of Corrections and must be approved by the ADC Medical Director.

Dental extraction is **NOT** a valid reason to prescribe supplements. Clear and Full Liquid diets are available for this purpose.

The liquid supplement provided contains milk. If the inmate is unable to tolerate milk or lactose, please contact the Food Service Manager or the Contracted Registered Dietitian for milk free alternatives.

Note to providers:

Do not order nutritional supplements on a routine basis for HIV positive inmates. Supplements should only be ordered for those who cannot eat solids or have documented significant weight loss below ideal body weight (5% weight loss in 30 days or 10% weight loss in 90 days).

Ordering supplements is not the only option. A Wasting Syndrome Diet can be ordered to supplement additional calories unless the patient has a difficult time chewing, swallowing, or tolerating solid foods due to disease or trauma conditions.

PRESCRIBED SNACKS FOR MEDICATION

Prescribed snacks must be ordered by the Health Care Provider. Snacks will be handed out during regular meal times. Prescribed snack must indicate the time of day snack is required to be provided to the inmate. The three times snacks will be handed out to inmates are:

- | | |
|-------------------------------------|--|
| 1) AM snack (at breakfast) | Consisting of three (3) each graham crackers. |
| 2) Mid-day snack (at lunch) | Consisting of six (6) each saltine crackers. |
| 3) Bedtime snack (at dinner) | Consisting of three (3) each graham crackers. |

The snacks will be provided under the following conditions:

- When medically necessary to prevent hypoglycemia or sustain normal blood sugar levels
- For Insulin Dependent Diabetics requiring a bedtime snack for insulin dosing
- When an inmate has "keep on person" medications that is required to take medication with food at bedtime
- Any other condition that the HCP believes requires a snack must be approved by the local Medical Review Committee (MRC).

The Prescribed Snack is NOT to be used to provide additional calories for weight gain. Please see "Wasting Syndrome Diet" on page 21.

Prescribed Snack

The prescribed snack will consist of:

3 Graham Crackers

OR

6 saltine crackers

POST CHEMOTHERAPY DIET

Indication:

This diet may be used during or following chemotherapy, post radiation treatments, or following intravenous immunoglobulin therapy. The Chemotherapy diet is indicated for the patient who is unable to tolerate the smell or taste of hot foods. The diet may be used for up to 5 days post treatment.

Principles:

The Chemotherapy diet provides foods that are chilled, are not strong in flavor, and easy to digest. Hot foods are eliminated to reduce nausea related to the sensitivity of strong aromas. If the diet is to be served on Saturday or Sunday, breakfast and lunch shall be served for the Brunch Meal and Dinner will be served as noted.

THREE DAY MEAL PATTERN

BREAKFAST		LUNCH		DINNER	
Cold Cereal	1 Cup	Egg Salad	4 oz	Turkey Salad	4 oz
Bread	2 Slice	Wheat bread	4 Slice	Wheat bread	4 Slice
Jelly	1 oz	Saltine Crackers	6 crackers	Potato Salad	3/4 Cup
Margarine	1 Tbsp	Snack of the Day	1 Each	Tossed Salad	1 Cup
Cottage Cheese	1/2 Cup	Fruit	1 Svg	Dressing	1 oz
Fruit	1 Svg	Gelatin	1/2 Cup	Graham Crackers	3 squares
Beverage	1 Cup	Beverage	2 Cup	Pudding	1/2 Cup
Low Fat Milk	1 Cup			Low Fat Milk	1 Cup
				Beverage	2 Cup
Cold Cereal	1 Cup	Peanut Butter/Jelly Mix	3 oz	T-Ham Salad	4 oz
Bread	2 Slice	Wheat bread	4 Slice	Wheat bread	4 Slice
Jelly	1 oz	Saltine Crackers	6 crackers	Macaroni Salad	3/4 Cup
Margarine	1 Tbsp	Snack of the Day	1 Each	Tossed Salad	1 Cup
Cottage Cheese	1/2 Cup	Fruit	1 Svg	Dressing	1 oz
Fruit	1 Svg	Cookies	2 Each	Graham Crackers	3 squares
Beverage	1 Cup	Gelatin	1/2 Cup	Pudding	1/2 Cup
Low Fat Milk	1 Cup	Beverage	2 Cup	Low Fat Milk	1 Cup
				Beverage	2 Cup
Cold Cereal	1 Cup	Sliced Turkey	3 oz	Egg Salad	4 oz
Bread	2 Slice	Sliced Cheese	1 oz	Wheat bread	4 Slice
Jelly	1 oz	Wheat bread	4 Slice	Potato Salad	3/4 Cup
Margarine	1 Tbsp	Mustard/Salad Dressing Pc	1 Each	Tossed Salad	1 Cup
Cottage Cheese	1/2 Cup	Saltine Crackers	6 crackers	Dressing	1 oz
Fruit	1 Svg	Snack of the Day	1 Each	Graham Crackers	3 Squares
Beverage	1 Cup	Fruit	1 Svg	Pudding	1/2 Cup
Low Fat Milk	1 Cup	Gelatin	1/2 Cup	Low Fat Milk	1 Cup
		Beverage	2 Cup	Beverage	2 Cup

Fruit 1 Serving = 1/2 cup canned or 1 piece fresh fruit

CHEMOTHERAPY DIET RECIPES

Egg Salad	3 servings	6 servings	9 servings
Boiled Eggs Chilled & Chopped	5 peeled eggs chilled & chopped	10 peeled eggs chilled & chopped	15 peeled eggs chilled & chopped
Salad Dressing	2 oz	4 oz	6 oz

Directions: Boil eggs until done, chill immediately. Peel, chop cold eggs, and mix in salad dressing. Serve with a 4 oz scoop.

Turkey Salad	3 servings	6 servings	9 servings
Cold turkey luncheon meat	10 oz	20 oz	30 oz
Salad Dressing	2 oz	4 oz	6 oz

Directions: Chop turkey luncheon meat, mix in salad dressing and chill. Serve with a 4 oz scoop.

T-Ham Salad	3 servings	6 servings	9 servings
Cold T-ham	10 oz	20 oz	30 oz
Salad Dressing	2 oz	4 oz	6 oz

Directions: Chop T-Ham, mix in salad dressing and chill. Serve with a 4 oz scoop.

Potato Salad	3 servings	6 servings	9 servings
Boiled potato, cold	1 ½ c cubed cold, boiled potatoes	3 c cubed cold, boiled potatoes	4 ½ c cubed cold, boiled potatoes
Salad Dressing	4 oz + 1 tsp mustard	8 oz + 2 tsp mustard	10 oz + 3 tsp mustard

Directions: Boil potatoes, drain, cool, mix in salad dressing/mustard and chill. Serve with a 6 oz scoop.

Macaroni Salad	3 servings	6 servings	9 servings
Boiled macaroni, cold	1 ½ c cooked, cold macaroni noodles	3 c cooked, cold macaroni noodles	4 ½ c cooked, cold macaroni noodles
Salad Dressing	4 oz + 1 Tbsp minced Celery	8 oz + 2 Tbsp minced Celery	10 oz + 3 Tbsp minced Celery

Directions: Cook macaroni, drain, chill. Mix in salad dressing/minced celery and chill. Serve with a 6 oz scoop.

CHEMOTHERAPY DIET ORDER

Diet must be ordered **72 hours in advance** to allow for kitchen to obtain necessary special food items to serve the menu. The diet is **ONLY** for during or post chemotherapy, post radiation treatment, and post intravenous immunoglobulin therapy. Diet must be ordered by the attending HCP in consultation with the contracted Registered Dietitian.

Because of the short term use of the menu (3 to 5 days maximum), a diet card would **not** be issued for this temporary diet. For each Chemotherapy or Radiation treatment session, a **new** diet must be ordered to insure the items will be available for service. Please submit this diet order to the ADC Food Service Liaison and Food Service Manager for documentation.

Inmate Name: _____

Inmate Number: _____

Unit: _____

Date Begin: _____ Date End: _____

Medical Provider: _____

Order Date: _____

Liaison Received (initial): _____

Food Service Received (initial): _____

Appendix

HIGH CALORIE SHAKE RECIPE

#	Ingredients	1 Serving	1 Serving
51	Low Fat Milk - Fluid	1 c	1 c
524	Peanut Butter - Smooth type	1 fl oz	1 fl oz
4969	Syrup	1 fl oz	1 fl oz
235	Banana-raw-peeled / or canned fruit	1 item or ½ c	1 item or ½

Nutrition Information:
For 1 serving (413 gm)

Calories 485

Total Fat	19 g
Saturated Fat	5 g
Cholesterol	18 mg
Sodium	18 mg
Total Carbohydrate	69 gm
Dietary Fiber	5 gm
Sugars	37 gm
Protein	16 gm

Vitamin A 10% Vitamin C 20% Calcium 25% Iron 4%

LONG TERM FULL LIQUID

	DAY 1 Full Liquid	DAY 2 Full Liquid	DAY 3 Full Liquid	DAY 4 Full Liquid	DAY 5 Full Liquid	DAY 6 Full Liquid	DAY 7 Full Liquid
B R E A K F A S T	Grits (thin w/ milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup	Cream of Wheat (thin with milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruits 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup	Oatmeal (thin with milk) 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup	Grits (thin w/ milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup	Grits (thin w/ milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup	Cream of Wheat (thin with milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruits 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup	Oatmeal (thin with milk) 1 Cup Beverage 1 Cup Low Fat Milk 2 Cup Coffee 2 Cup Sugar Pkt 3 ea Margarine 2 Tsp Pureed Canned Fruit 1/2 Cup High Calorie Shake or Liquid Supplement 1 Cup
L U N C H	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup
D I N N E R	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup	Pureed Cream 1 Cup Soup 1 Cup Mashed Potatoes (Thinned w/milk) 1 Cup Gravy 3 Oz Gelatin 1 Cup Pudding 1 Cup Beverage 1 Cup Low Fat Milk 1 Cup High Calorie Shake or Liquid Supplement 1 Cup

Please vary the variety of soups, gravy, pudding and gelatin. Repeat days as needed

DATE: _____ UNIT: _____ SHIFT: _____

[illegible]

EXHIBIT B**SOLICITATION NO. ADOC11-00001557/ADC No. 120094DC****ARIZONA DEPARTMENT OF****CORRECTIONS****Pest Control, Grease Trap, Garbage Removal**

<u>Institution</u>	<u>Pest Control</u>	<u>Grease Trap</u>	<u>Garbage Removal</u>
ASPC – Tucson	\$624.00	\$2220.00	\$2492.00
ASPC – Douglas	\$ 58.00	\$4610.00	\$ 226.00
ASPC – Eyman	\$821.00	\$ 990.00	\$3672.00
ASPC – Safford	\$220.00	\$ 165.00	\$ 695.00
ASPC – Florence	\$449.00	\$1160.00	\$3306.00
ASPC – Globe	\$312.00	\$ 248.00	\$8272.00
ASPC – Phoenix	\$179.00	\$ 515.00	\$ 86.00
ASPC – Perryville	\$864.00	\$1115.00	\$ 819.00
ASPC – Lewis	\$235.00	\$1225.00	\$ 0.00
ASPC – Yuma	\$800.00	\$1100.00	\$1490.00
ASPC – Winslow	\$ 33.20	\$ 0.00	\$1045.00
ASPC – Winslow/Apache	\$ 16.80	\$ 706.00	\$ 225.00

The above rates are based on billings as of May 2012 for each of the services listed.

Charges for grease traps are on an as needed basis in some instances with charges based on 1000 gallon increments.

All fees are subject to change based on contract renewal with Contractors or submittal of new bids.

EXHIBIT D

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STANDARD MENU NUTRITIONAL GUIDELINE

The Arizona Department of Corrections standard menu will provide at least the Recommended Dietary Allowances for calories, Protein, 10 vitamins and six minerals as stated by the Food and Nutrition Board, National Academy of Sciences-National Research Council, Revised 1989. The standard gram or milligram amounts will be based on the recommendations for adults within the system who are generally healthy and have the highest nutritional needs.

	MALES	FEMALES
Age:	18-22	18-22
Height:	6' 4"	5' 5"
Calories:	2,900 \pm 200/day	2,200 \pm 200/day
Protein:	441 week 63 gm/day	350 week 50 gm/day
Fat:	676 gm/week	513 gm/week
Dietary Fiber:	175 gm/week average 25 gm/day	175 gm/week average 25 gm/day
Cholesterol:	2,800 mg/week	2,800 mg/week
Sodium:	35 gm/week	35 gm/week
Iron:	70 mg/week	126 mg/week

Men in restricted movement housing areas will normally receive 2,600 calories/day; women in restricted movement housing areas will receive 2,000 calories per day. The meals served will meet the Recommended Dietary Allowances. Upon lock down of housing areas at any facility, the calorie levels as specified for restricted movement areas will apply.

Women who are Pregnant or juveniles committed as adults will be served a four (4) 8 oz. serving of fluid milk per day or receive an appropriate Calcium and Vitamin D replacement and may be served additional calories in a H.S. snack with a written medical diet order.

According to Federal law, no more than 14 (fourteen) hours will elapse between regularly scheduled meal periods.

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EXHIBIT F

Technical Manual

ARIZONA DEPARTMENT OF CORRECTIONS

CHAPTER : 900

INMATE PROGRAMS

AND SERVICES

OPR:

OPS

912-T-OPS

FOOD SERVICE SYSTEM

TECHNICAL MANUAL

TECHNICAL MANUAL:

912-T-OPS

FOOD SERVICE SYSTEM

SUPERSEDES:

912-T-OPS

October 1, 2003

EFFECTIVE DATE:

August 2, 2010

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(Sticky Note comment CHAACK

4/19/2011 10:36:10 AM

Accepted set by CHAACK)

(Sticky Note comment CHAACK

4/19/2011 10:36:10 AM

Accepted set by CHAACK)

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PURPOSE: The goal for institutional food service is to have a quality food service program that provides the most nutritious, appetizing and cost effective meal possible. The food service operation must stay within budgetary restrictions and limitations, maintain a safe and clean operation, and adhere to required standard operating procedures set forth by the Departmental Food Service Contract and Department Order.

This Food Service Technical Manual provides for standardized management of Contract Food Service Operations within the facilities. The manual shall be the reference guide used by the Food Service Liaisons and Contract Food Service Personnel.

The Food Service Contract is issued under the authority of the Chief Procurement Officer for the Arizona Department of Corrections. The Contract may be modified only through a Contract Amendment authorized by the Division Director of Offender Operations. Compliance with all terms of the contract shall be enforced at all times.

It is the responsibility of each facility to ensure that they adhere to the standard operating procedures set forth as outlined in the Food Service Technical Manual and ensures the contract terms and obligations are maintained.

PROCEDURES

912.01 HEALTH REQUIREMENTS - GUIDELINES

1.1

Wardens, Deputy Wardens, Administrators, WIPP Coordinators shall ensure that:

1.1.1

All inmates with a medical score of 1, 2, and 3 may be considered medically cleared and approved for any WIPP assignments, to include kitchen assignments unless a comment in AIMS on the DI35 0 ADC# screen indicates the inmate is not medically cleared. All medical comments on this screen will be entered and updated by medical staff.

1.1.2

If the inmate is provided with a Special Needs Order (SNO) signed by a doctor indicating the inmate is on limited or non-duty work status, it will be the responsibility of the inmate to inform their assigned work crew supervisor, Correctional Officer III and/or WIPP Officer for a decision to suspend or remove from current work assignment.

1.1.1.1 An entry in the AIMS medical comment screen

will indicate the SNO status and a follow-up

comment will be entered once the inmate's

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SNO is cleared. Once a SNO is issued, it shall remain in effect until expiration date is reached or it is retracted by medical staff regardless of the inmate's yard or complex housing assignment.

1.2

Contracted Food Service Staff (CFSS) shall ensure:

1.1.2

The Food Service Liaison is provided documentation for each CFSS that certifies a negative T.B. skin test has been completed during the last twelve months, with documentation of having a chest x-ray on file in accordance with local procedures, or documentation of being managed in accordance with Department Order 116, Employee Communicable Disease Exposure Control Plan.

1.1.3

All inmate food service workers shall be monitored each day to ensure acceptable personal hygiene is maintained. Individuals demonstrating illness, open sores or cuts shall not be allowed to perform any kitchen duties and may return to work when healed.

1.1.3.1

Documentation shall be made by the assigned kitchen Correctional Officer through use of a Correctional Service Journal. An inmate not meeting accepted standards shall be noted by name and ADC number.

1.1.4

CFSS shall comply with the Department's grooming and dress standards in accordance with Department Order 503, Employee Grooming and Dress Standards.

2.1

All applicable health-related laws and rules shall be strictly adhered to according to the Arizona Administrative Food Code. Compliance is mandatory to all regulations promulgated by the Department with regards to food services and all other areas of the Department.

912.02

SANITATION REQUIREMENTS - Wardens, Deputy Wardens, Administrators, Facility Health Administrators, Food Service Liaisons and Contracted Food Service Staff shall ensure that sanitation inspections are conducted consistently with the guidelines established in Department Order 912, Food Service.

The sanitary conditions in the food service operations will only be as effective as the support given by the Complex Food Service Liaison, unit managers and staff. The standards shall be achieved through an adequate sanitary program by using a cleaning schedule, staff and inmate training, and daily, weekly and monthly kitchen inspections. The Contractor and ADC shall be responsible for the sanitation and

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cleanliness in all food service areas and food storage space in accordance with the Arizona Administrative Food Code.

1.1

An effective sanitation program is of critical importance to the health of the inmate

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population and is essential in maintaining desirable conditions throughout the institution.
ADC and Contractor employees are responsible for ensuring sanitary standards in all aspects of the food service operations.

912.03 INSPECTIONS

1.1

State Health Inspections -The Arizona Department of Health Services Food Safety and Environmental Services Division shall conduct State Health Inspections at the food service establishments for each facility unit. The State Health Department Sanitarian and Department safety, health and sanitation personnel shall have complete cooperation and access to all food service, production and storage areas, during inspections which they conduct. These inspections may be at the request of the Department or on said agency's own discretion. The Contractor, Unit Administrator, and Maintenance personnel shall immediately take corrective action to remedy any deficiency found during the inspection.

Copies of the Report shall be forwarded within 5 working days to:

1.1.1 Complex Warden, and/or Administrator.

1.1.2 Physical Plant Manager.

1.1.3 Food Service Liaison.

1.1.4 Contract Food Service Staff.

1.1.5 Offender Operations Contract Monitor.

1.1.6 Offender Operations Support Services Safety Manager.

2.1

Monthly Inspections -There shall be a Food Service Inspection Team established at all Institutions by the Complex Warden as required in Department Order 912, Food Service. Monthly inspection of food handling areas shall be conducted at the direction of the Chairperson by the Food Service Inspection Team. This inspection shall be documented and reported on the Food Safety Evaluation Report, Form 9122.

3.1

All unacceptable ratings and discrepancies shall be recorded on the Food Safety Evaluation Report, Form 912-2 and reported
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to the warden, by the Chairperson. Whenever possible, on the spot corrective measures of these discrepancies shall be made and recorded as corrected at the time the inspection is conducted. Copies of the Report shall be forwarded to:

3.1.1

Complex warden, and/or Administrator.

3.1.2

The Physical Plant Manager.

3.1.3

The Food Service Liaison.

3.1.4

The appropriate Health Regional Operations Director (HROD) for Inmate Health Services.

3.1.5

Contract Food Service Staff

4.1

Wardens, Deputy Wardens and Administrators shall ensure that deficiencies are corrected as soon as possible. Corrective action measures shall be documented and reported to the Food Service Liaison and

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Chairperson of the inspection team.

5.1

Weekly Inspections -The CFSS shall conduct a documented weekly inspection of food handling areas and shall record the inspection on the Food Service Sanitation Inspection Report, Form 912-1. The report shall be maintained on file by the CFSS for review by the Warden, Deputy Warden, and/or Administrator, Food Service Liaison and Facility Health Administrator.

912.04 FINANCIAL RESPONSIBILITIES

1.1

Meal Projection Suggested Methodology System - A meal projection system is a method for ordering meals based upon historical data that uses the percentage participation factor per meal, per cycle menu to forecast as close as possible the number of meals to be prepared and served by the food service contractor.

1.2

Meal orders (projections) for inmates meals and staff meals (in accordance with Department Order 505, Employee Benefits) shall be provided to the contractor at least twenty-four (24) hours prior to preparation of the meal.

1.2.1 The facility shall order meals using the Meals Ordered and Actual Served form based on the volume of meals actually served to inmates and staff per each meal in the menu cycle. Projected number of meals shall include the number of regular meals, lockdown meals (cell restricted meals), approved restricted diets and sack meals. The contractor shall not, in any way be guaranteed meal volume sales at any time.

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1.3

A meal counting system shall be established at each facility using an AIMS generated Alpha Roster System for accountability in an agreed upon format that will meet the institutional needs using the Meals Ordered and Actual Served form.

1.4

Billing Process -(Private Prisons Exempt) - The Department shall pay for meals in accordance with contractual requirements. Invoicing is figured on the number of regular meals, lockdown (cell restricted) meals, sack lunches, medical and religious diets and staff complimentary meals.

1.4.1

All invoices shall be submitted to the Food Service Liaison with the outlined information and supporting documentation (Meal Billing Recap Sheet and the Meals Ordered and Actual Served forms) necessary for verification and approval prior to submitting for payment. The supporting documentation must outline the number of regular meals, kitchen workers, sack lunches, lockdown (cell restricted) meals, medical diet meals, religious diet meals, Kosher diets, medical diet sacks, religious diet sacks, staff meals, staff sacks and transportation meals on a day to day basis broken down by the number of meals ordered, served and billed. Stolen/spoiled food shall not be considered in the billing process.

1.5

Rebates - The invoices submitted by the Contractor to the Food Service Liaison with the supporting documentation shall be complete and accurate. Invoices shall contain the following rebates:

1.5.1

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The dollar amount rebated to the State for pest control of the kitchen areas and food storage facilities.

1.5.2

The dollar amount rebated to the State for garbage/trash collection, grease trap collection inside and out.

1.5.3

The dollar amount rebated to the State for produce or other food products that may be supplied by the Institutions or the Department to be utilized by food service.

1.5.4

The dollar amount rebated to the State for gas and maintenance for State Vehicles utilized by the Contractor.

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1.5.5

The dollar amount rebated to the State for supplies purchased by the Contractor from the Institution's warehouse.

1.5.6

The dollar amount rebated to the State for any cost associated with TB testing provided by the Department if the Contractor requests to use Department provided services.

1.6

Reports/Records - The Contractor shall maintain accounting records in connection with operations under the food service contract.

912.05

STAFF MEALS - (Private Prisons Exempt)-The Contractor shall provide a meal sales system for the institution's staff who does not receive complimentary meals per Department policy.

912.06

MISCELLANEOUS INFORMATION

1.1

Regular Meals - The number of meals to be served per week shall be nineteen (19). The feeding schedule will be as follows:

CUSTODY LEVEL MEAL TYPE TO BE SERVED

MINIMUM

Level 1 & Level 2

BREAKFAST Hot meal (Monday thru Friday)

Brunch (Saturday & Sunday)

LUNCH Sack meal (Monday thru Friday)

DINNER Hot meal (Monday thru Sunday)

MEDIUM

Level 3 & Level 4

BREAKFAST Hot meal (Monday thru Friday)

Brunch (Saturday & Sunday)

LUNCH Hot meal (Monday thru Friday)

DINNER Sack meal (Monday thru Friday)

Hot Meal (Saturday and Sunday)

MAXIMUM

Level 5 (includes all

BREAKFAST &

LUNCH

Mega Sack meal (Monday thru Sunday)

Level 5s & Kasson)

Detention beds fed

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per unit schedule
DINNER Hot meal (Monday thru Sunday)

1.2

Special Holiday Meals - The Contractor shall provide six (6) special Holiday meals annually that shall be provided at a cost of 30% more than the average raw food cost. Each special meal shall follow the menu designated on Appendix A. The approved special Holiday and Restricted Diet Menus shall be submitted to the Food Service Liaison and CFSS two weeks prior for review and posting by the Contractor's Correctional Registered Dietitian.

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1.3

Holidays Permitting Visitation Meals - The contractor shall provide 2 meals a day on 4 holidays permitting visitation designated by ADC at the beginning of each contract year. The four days will be chosen from the holidays as outlined in Department Order 809, Earned Incentive Program and Department Order 911, Inmate Visitation. The approved Visitation Holiday and Restricted Diet Menus shall be submitted to the Food Service Liaison and CFSS two weeks prior for review and posting by the Contractor's Correctional Registered Dietitian.

912.07

RESTRICTED DIETS - To establish the guidelines for initiating and monitoring medical and religious diets in accordance with the Department Order and Food Service contractual obligations.

1.1

Inmates approved for a Restricted Diet shall be fed separately from the general population, in a manner determined by the facility that best meets its needs.

1.2

The Contractor shall be required to provide all requested approved restricted diets in accordance with the ARIZONA DEPARTMENT OF CORRECTIONS DIET REFERENCE MANUAL and the approved diet menus for medical and religious restricted diets. As needed, diets not contained in these guidelines shall be reviewed and must be approved by the ADC Medical Director prior to implementing said diet. The additional diets shall be reviewed by a certified dietetic technician and/or Registered Dietitian. Requests for certain foods based on inmate preference shall not be ordered by healthcare practitioners. The Contractor shall comply with these guidelines and menus.

1.3

Restricted Diets - shall be ordered by Inmate Health Services/Religious Services and shall be administered in accordance with the ADC Diet Reference Manual.

1.4

Diet Terms and Conditions - It is the responsibility of medical providers or Chaplains to explain the terms and conditions of the restricted medical or religious diet issued to the inmate as outlined in the Arizona Department of Corrections Diet Reference Manual. Documentation shall be made pertaining to the instructions given on the terms and conditions in the inmate's medical chart or religious chart. The inmate shall sign the entry signifying he/she understands the conditions of the diet.

1.5

Diet Order/Diet Card - The Health Unit Staff or Chaplain shall complete the DIET CARD

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section of the Diet Order making sure it is filled out accurately and completely.
Diet cards
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shall not be issued directly to inmates by the Inmate Health Unit staff or Chaplain.
Directions are as follows:

1.5.1

A RESTRICTED DIET ORDER/DIET CARD FORM, shall be completed and forwarded to the Food Service Liaison.

1.5.2

Department staff as determined by Institutional Order shall file the designated copy in the inmate's health or religious file and make an entry in the comments section of the appropriate AIMS screen. When the diet expires or is discontinued, staff shall make an entry in the comments section of the appropriate AIMS screen.

1.5.3

The Food Service Liaison shall review the Restricted Diet Order to ensure it follows the Restricted Diet Guidelines. All out of compliance Diet Orders shall be returned to originator for correction.

1.5.4

The Diet Card shall be laminated by staff within 48 hours of receipt, (exception is weekends and holidays) and then sent to the Contract Food Service Office.

1.5.5

The Contractor/ADC Staff shall issue the Diet Card to the inmate in a mutually agreed upon format.

1.6.

In the event an inmate loses his/her diet card, the appropriate department shall be contacted. After verification of the diet, a copy of the diet card shall be submitted to the appropriate staff person for processing.

1.6.1

A re-issuance charge of five dollars, \$5.00 shall be placed against the inmate's account.

1.7

The Food Service Liaison shall notify the Chief of Security of any inmate who is removed from a restricted diet. The Chief of Security or designee shall recover the Diet Card from the inmate and return the Diet Card to the Food Service Liaison.

1.8

In a mutually agreed upon format, a Restricted Diet Roster shall be developed based on the information from the Restricted Diet Order and will be distributed along with the Diet Card to the respective unit kitchen. In the event a medically prescribed diet cannot wait 24 hours to be initiated, telephonic communication shall be made to the Food Service Liaison or Contractor to be initiated

immediately. This information shall be logged on the MEDICAL DIET TELEPHONE LOG.
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1.9

FOOD SERVICE REQUIREMENTS - The CFSS shall provide the necessary supervision and training to assure that restricted diets are prepared and served according to the guidelines set forth in the approved Diet Reference Manual. CFSS or designee shall be trained in the preparation and delivery of the restricted diets and shall be responsible for the general population inmate signing when he/she receives a diet tray or snack. Inmates assigned to a work crew or on cell restricted status shall have their diet meal signed for by the officer or supervisor upon delivery or pick up.

1.10

Food Service - CFSS shall monitor compliance with restricted diets by:

1.10.1 Using the Restricted Diet Roster.

1.10.2 Checking and verifying inmate identification cards when they receive a meal.

1.10.3 Monitoring the pickup of restricted diets by completing an Evaluation of Diet Form, 912-4 for each inmate on a restricted diet. Diet compliance shall be monitored in a manner that best suits the institution's needs and in accordance with the ADC Diet Reference Manual.

1.11

The Contractor shall maintain documentation of meals actually served to the inmates who have been prescribed a restricted diet and shall maintain dietary records according to established procedures. Documentation of the menu as served shall be kept on file by the Contractor.

1.12

Removal from Restricted Diet - The Food Service Liaison and/or designated appropriate staff person shall upon review of the Evaluation of Inmate Diet form REMOVE the inmate from the Restricted Diet Roster when five (5) meals in seven calendar days are missed or when the inmate requests removal in writing. This action shall be documented by completing an Information Report, form 105-2 and forwarding all documentation to the Facility Health Administrator or Chaplain, as appropriate.

1.12.1 The Chief of Security or designee of the unit housing the affected inmate shall confiscate the diet card and forward the card to the Food Service Liaison.

1.13

Medical Diet Process - For Medical Diet Cancellation the Facility Health Administrator or designee shall:

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1.13.1 Review the documentation provided by Food Service.

1.13.2 Require that an inmate who has been removed from the Restricted Diet Roster submit a Health Needs Request (HNR) before being reinstated to the Restricted Diet.

1.14

Religious Diet Process - For Religious Diet Cancellation the Chaplain shall review the documentation provided by Food Service. When five (5) meals are missed in seven calendar days without an acceptable excuse, the inmate shall lose the

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religious diet for six months, after which the inmate may reapply for the diet.
Subsequent occurrences of five (5)
meals missed in seven calendar days without an acceptable excuse shall result in a
twelve month suspension. In the
event the inmate does not wish to continue his religious diet, the Chaplain shall
confiscate the inmate's Diet Card
and forward the card to the Food Service Liaison and
document such in the inmate's file. The Chaplain shall make an entry in the comments
section of the appropriate AIMSScreen.
1.14.1 A Restricted Religious Diet may be provided to inmates with properly
documented religious reasons for the request.
1.15
Religious fasts - Shall be allowed provided the fast does not pose a health risk to
the inmate.
1.15.1 Inmates choosing to observe a religious fast shall provide written
notification to the Chaplain 30 days
prior to the intended fast. Inmates shall identify the specific days and meals to be
missed.
1.15.2 Fast requests extending beyond three consecutive meals shall require the
approval of Health Services.
1.15.3 Chaplains shall advise the Food Service Liaison of all meals an inmate intends
to miss within 10 days of receiving an approved fasting request.
1.15.4 Meals missed during an approved fast period shall not be counted when
determining the number of meals
missed for non-compliance diet cancellation.
1.15.5 Missed meals will not be made up and/or no early or late feedings allowed. The
scheduled meal will be
available to the inmate at the next regularly scheduled meal time.
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1.16
Institutional Transfer Inmates on Restricted Diets - Inmates
being transferred to other Institutions shall RETAIN their
laminated Restricted Diet Card in their possession. Upon arriving at the assigned
Institution or Unit, the inmates shall present the Diet Card to the kitchen's CFSS.
The CFSS
shall ensure that the inmate receives the diet prescribed and notify the Food Service
Liaison via telephone call so that the inmate may be added to the Restricted Diet
Roster
upon verification of the prescribed diet.
1.17
The Food Service Liaison shall review the daily movementsheet and remove any inmate
from the Restricted Diet List.
912.08
FOOD SERVICE OPERATIONS: (Not Applicable to Private
Prisons).
1.1
Compliance with the terms of the contract shall be enforced
at all times. The Department shall send its representatives
into areas assigned to the Contractor at any time for inspections, repairs and tours.
The Department shall review
and direct the Contractor per the terms of the contract with
respect to the quality and quantity of food being served,
method of service thereof, operational hours of the foodservice areas, safety
issues, sanitation and the maintenance
of all food service facilities. Every effort shall be made to resolve food service
issues at the Complex/Institutional

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level. Submit noncompliance and/or unresolved issues to the
Offender Operations Division Contract Monitor for resolution
if an issue arises that cannot be resolved at the
Complex/Institutional level.

912.09

TRAINING -The CFSS is responsible for ensuring that anadequate employee training
program is in effect and that all
Food Service personnel participate in required institutional
training in compliance with the Department's policies andregulations. Food Service
personnel are responsible for the
supervision and training of each inmate assigned to FoodService.

1.1

Inmate Kitchen Worker Training -The Contractor shall
provide On-the-Job Training annually to the inmate kitchen
workers in the areas of safety, sanitation, food
preparation, food handling and proper storage of foodproducts.

1.2

The CFSS shall train and utilize the inmate workers in
production and sanitation capacities both as a costeffective labor pool and as an
on-the-job training activity
within the institution. All training shall be documented.

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The Contractor, in conjunction with ADC staff, is
responsible for the timely completion, accurate recordingand certification of the
inmate workers payroll sheets.

912.10

SECURITY -The contractor and ADC staff shall work in close
cooperation to maintain proper custody, control and
security. Standard operating procedures shall be followed
by CFSS in the areas of supervision, management, control of
supplies, including ordering, storage, movement and proper
utilization of all items and control of "hot" items such as
small-ware utensils, sharps and high theft food serviceitems.

1.1

All activities and supervision practices shall be consistent
with the Department's policy and the Institution's
procedures. The Contractor shall be responsible forimmediate reporting of losses
incurred as a result of break-
ins to areas assigned to them or the Department.

1.2

The CFSS shall have managerial or supervisory staff open,
close and check the food service areas as required by theDepartment. The CFSS is
responsible for locking and securing
all storage areas assigned to them and any administrativeoffices occupied by the
Contractor.

1.3

The Contractor and ADC staff shall follow General security
procedures as follows:

1.3.1

Ensure that only authorized inmates are permittedaccess to the kitchen/dining hall
outside mealtimes.

1.3.2

Ensure that inmate access to restricted areas is
limited to times when they are properly accompanied
and supervised.

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1.3.3

Ensure kitchen inmate workers are in proper attire at all times.

1.3.4

Ensure that smoking, boisterous/rowdy conduct, or horseplay is not permitted in the kitchen/dining hall.

1.3.5

Inmates entering and exiting the kitchen shall be searched by institutional security staff as designated by the complex institutional order and post order.

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1.4

Tool Control -All utensil and tool control procedures shall be followed in accordance with Department Order 712, Tools and Restricted Product Control.

1.5

Key Control -All keys and key set procedures shall be followed in accordance with Department Order 702, Key Control.

1.5.1

As a general key control procedure, the CFSS shall be the only personnel to possess keys for food storage areas assigned to the Contractor. AT NO TIME SHALL INMATES BE GIVEN, NOR SHALL THEY HAVE ACCESS TO KEYS.

912.11

SAFETY STANDARDS -CFSS should be thoroughly familiar with safety standards, including fire prevention and control.

CFSS or their designees shall be responsible for instructing all kitchen personnel on safety techniques and for continually supervising to ensure that instructions are carried out.

1.1

The CFSS shall retain a sample tray (dead man tray) for each meal served. Each sample tray shall be kept under refrigeration for a period of not less than 72 hours.

These trays are preserved for the purpose of the Arizona State laboratory analysis and shall not be an expense to the Department.

1.2

The Warden or designee shall contact the ADC Health Services= Medical Director immediately in case of a

suspected food borne illness or food tampering. The decision to contact the Arizona Department of Health Services (ADHS) shall be the responsibility of the ADC Health Services= Medical Director or designee. The CFSS shall retain, under refrigeration, sample trays from meals suspected of the food borne illness or sample tray, food, beverage suspected of being contaminated or tampered with, until advised by the ADC Health Services= Medical Director.

1.3

The CFSS shall maintain and comply with all occupational safety and health standards and regulations as promulgated by Federal, State or local authority.

1.4

The Contractor shall report fires and hazardous conditions according to the Department's policies and shall notify the Department immediately of any fire extinguisher use.

912.12

EQUIPMENT AND MAINTENANCE -(Private Prisons Exempt)

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1.1

Responsibilities -Ownership of all non-expendable supplies and capital equipment shall remain with the Department and shall not be loaned or removed from the Institution without written approval from the Warden. The CFSS shall take such measures as may be reasonably required for the protection against loss.

1.2

Procedures -The Contractor shall use reasonable care in the use of space and equipment and upon proper notice yield such space and equipment in as good condition as when received except for normal wear and tear. The Contractor shall be required to reimburse the Department for repairs or replacement of equipment or supplies which are damaged or destroyed by the Contractor's own willful or negligent act or failure to act. The Contractor shall not be required to replace or pay for the repair of equipment or supplies damaged by a natural disaster or disturbance.

1.3

Any items needing repair will be processed for repair using the facility work order system. The Contractor shall be responsible for timely submission of work orders and shall be responsible for maintaining a routine preventive maintenance schedule for all food service equipment owned by the Department. Preventive maintenance shall be described as daily cleaning, oiling, wiping down, draining or any other general maintenance procedure that is necessary for maintaining equipment on a daily basis to run efficiently and maintain the life of the equipment.

1.4

The Department shall not provide maintenance or insurance for any equipment not belonging to the Department. The Contractor is responsible for any lease agreements for food or supplies that require equipment for dispensing and is responsible for the servicing and/or obtaining the maintenance on the equipment.

1.5

The Department shall perform general maintenance and repair of the building structure, natural gas system, water, steam, sewer, electrical, ventilation, heating, floors and floor covering, walls, ceilings, windows, doors and food service equipment. Compliance to maintenance requirements and/or projects will be in accordance to Department Order 403, Maintenance.

912.13

FOOD PREPARATION GUIDELINES -shall follow all state regulations pertaining to food preparation and handling.

1.1

Portion Control - A portion is defined as a serving (cooked) weight or volume except for exceptions identified in the Department Food Specifications. The Contractor

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shall be required to use the Department's approved Food Specifications for all raw foods used in the preparation of meals. Any and all changes to the food

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specifications must be approved by the Department's Chief Procurement Officer in writing and the contract will be required to be amended accordingly.

1.2

The CFSS shall be required to use the Standardized Cycle Menu developed by the Department. The CFSS shall comply with the portion sizes specified in the standardized menus.

Compliance shall include the use of proper sized utensils in which the appropriate proper serving utensil shall be used to yield the stated edible portion amount.

1.3

Standard Operating Procedures - It is the responsibility of the Food Service Liaison to monitor the ADC standardized cycle menus for contractual compliance.

1.4

All non-permanent proposed menu changes shall be submitted in writing by the CFSS as soon as the need is apparent for approval by the warden or authorized designee. On the spot menu changes shall be approved by the warden or assigned designee. Permanent menu changes (changes which will continue for more than two cycles) must be approved in writing by the Department's Chief Procurement Officer and the Offender Operations Division Contract Monitor followed by an amendment to the contract.

912.14

FOOD TRANSPORTATION - During transportation, including to satellite kitchens, detention units, housing areas, etc., food products shall be held and transported under the conditions specified by state regulations for cold or hot holding.

1.1

The following procedures shall occur when transporting foods:

1.1.1

All trucks/food delivery trucks and/or transporting food equipment shall be covered and clean inside.

1.1.2

All foods inside the truck and/or transporting food equipment shall be covered if not in original containers.

1.1.3

All foods shall remain off of the truck floor.

1.1.4

All foods shall be transported in an appropriate food transportation unit.

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1.1.5

All chemical cleaning supplies shall be transported in a manner that separates the supplies from the food product.

912.15

REVIEWS AND EVALUATIONS

1.1

Responsibilities - The Food Service Liaison shall monitor the Food Service Operation. It is the responsibility of the Food Service Liaison to ensure contract compliance by monitoring the food service operation with the terms of the contract.

1.2

Other responsibilities of the Food Service Liaison include:

1.2.1

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Review invoices.

1.2.2

Coordinate operational requirements as necessary.

1.2.3

Review and make recommendations to the Warden for approval or disapproval of staff requests and designs for new, energy efficient equipment or new or remodeled kitchens.

912.16

FOOD CUTTING/PRODUCT TESTING (Private Prisons Exempt) -The Department also reserves the right to have any product tested for compliance. The standard procedures outlined for

Food Cuttings and Product Testing shall be followed. These procedures were issued by the Procurement Services Office.

All records, accounts of transactions, forms and requests in reference to Food Cuttings and Product Testing shall be maintained at the Central Purchasing Office.

1.1

Food Cutting -All costs incurred from food cutting shall be the responsibility of the Contractor.

1.2

Product Testing -All costs incurred from testing shall be the responsibility of the Contractor if it does not meet ADC food specifications.

912.17

SURPLUS/DONATED FOODS (Private Prisons Exempt) -With the Warden's approval, the Food Service Liaison shall reduce overall operational expenses where possible and maintain acceptable food service by:

1.1

Utilizing surplus foods.

1.2

Acquiring produce from local Food Banks.

1.3

Utilizing produce/product from Institutions.

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1.4

CFSS shall take advantage of all surplus/donated foods provided to the Department of Corrections to be purchased by the Contractor and utilized in food service.

Surplus/donated foods may be provided by:

1.4.1 United States Department of Agriculture (USDA)

1.4.2 Arizona Food Banks

1.4.3 Arizona State Gleaning Programs

1.4.4 Arizona Department of Corrections Gardens, etc.

1.5

The Department and Contractor shall work together to ensure surplus/donated foods are used to the fullest extent.

Coordination between the Contractor and the Food Service

Liaison for approved menu adjustments will occur to utilize

the food products. All procedures as outlined in Department

Order 301.07 shall be followed when donated goods are received.

1.6

This product cost will be reimbursed by the Contractor to the Department based on the value of the menu item being replaced if different than the current menu item or at

a Fair Market Value for all surplus/donated foods. The Fair

Market Value shall be determined by local vendor prices or at a fair market value

agreed upon by the Contractor and the

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Food Service Liaison. This value shall not be a set price.
Prices will generally change on a weekly basis. All
documentation and inventory shall be submitted with the invoice to the Food Service
Liaison for verification and
approval.

1.7

The Contractor is required to maintain documentation of all
foods received; the cost of all food items and the specifications used for food
purchasing and/or donated/surplus food items.

DEFINITIONS

ARIZONA ADMINISTRATIVE FOOD CODE -Regulations outlined by the Department of Health
Services, Inmate Health Services-Environmental Sanitation which gives the health and
welfare sanitation guidelines governing food service establishments.

CONTRACTOR -The private company providing the Food Services.

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CONTRACT FOOD SERVICE STAFF (CFSS) -Contracted food service staff
person in charge of all unit kitchen operations, contracted managers,
and contracted food service staff personnel.

COST PER MEAL -The cost to the Department for providing an average single meal with
all menu components including labor, supplies,
equipment, overhead operating and administrative costs as outlined in
the Contract. This cost includes all restricted diets, sack lunches and at least six
holiday meals.

CYCLE MENU -A management tool used to plan nutritious and well balanced meals while
at the same time attaining the Department's goals.
The approved Standard Six Week Cycle Menu is used for variety and flexibility, but
also meets the minimum daily requirements necessary and gives standardization.

FOOD SERVICE -The food service in total, including a production kitchen(s),
distribution, storage space and food service administrative
offices.

FOOD SPECIFICATIONS -Clearly written food product contents that meet
the minimum guidelines governed by the Department that are necessary to
ensure that the products purchased are appropriate to menu needs.

FOOD SERVICE LIAISON -Designated Department Food Service staff member
who shall be responsible for communication, administration, contract compliance
monitoring, invoice reviewing, and daily coordination of operational requirements.

ENHANCED MEAL -An enhanced meal provided to the Department at a cost
of 30% more than the average daily food cost billed at the same cost per meal rate.

PORTION -A single serving.

RESTRICTED DIET CARD - Department card that the inmate shall carry from institution
to institution to identify his/her medical or religious diet need.

RESTRICTED DIET ROSTER -A roster based on the diet information from
the diet order.

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RESTRICTED DIET ORDER - Department form (912.3) transcribes the medical or religious diet information.

SNO - Special Needs Order.

STANDARD DIET-Meals developed using standardized recipes, food specifications and portions sizes.

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Appendix

A
Special
Holiday
Menus
CHRISTMAS:
Serving
Size
Roast
Beef
6
oz
Brown
Gravy
3
oz
Mashed
Potatoes
3/4
c
Bread
Dressing
1/2
c
Broccoli
(stems
&
pieces)
1/2
c
Dinner
Roll
2
ea
Margarine
2
tsp
Pie
w/whipped
Topping
1
cut
Beverage
16
oz
Salt
&

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Pepper
1
each
CINCO
DE
MAYO:
Chicken
Fajita
Meat
6
oz
Bell
Pepper
&
Onion
3/4
c
Tortillas
3
ea
Spanish
Rice
3/4
c
Refried
Beans
3/4
c
Shredded
Cheese
3
oz
Shredded
Lettuce
2
c
Salsa
3
oz
Fruit
Crisp
2
c
Beverage
16
oz
Salt
&
pepper
1
each
JUNETEENTH:
Hot
Link
1
ea
Hot
Dog
Bun
1
ea
Chicken
Leg

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Quarter
1
ea
BBQ
Sauce
1
oz
Black-eye
Peas
 $\frac{1}{2}$
c
Corn
on
the
Cob
1
ea
Margarine
2
tsp
Mustard
1
oz
Fruit
Cobbler
 $\frac{1}{2}$
c
Beverage
16
oz
Salt
&
Pepper
1
each

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□
CHAPTER: 900 - INMATE PROGRAMS AND SERVICES
TECHNICAL MANUAL 912-T-OPS: FOOD SERVICE SYSTEMS

Appendix
A
(Continue)

4th
OF
JULY:
Hamburger
4
oz
raw
weight
Hamburger
Bun
1
ea
Hot

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Dog
1
ea
Hot
Dog
Bun
1
ea
Salad
Dressing
1
oz
Mustard-Ketchup
1
oz
ea
Chopped
Onions
1
oz
Shredded
Lettuce
 $\frac{1}{4}$
c
Chips
1
oz
bag
Corn
on
the
Cob
1
ea
Watermelon
w/rind
8
oz
Beverage
16
oz
Margarine
2
tsp
Apple
Pie
1
cut
Salt
&
Pepper
1
each
Super
Bowl:
Sub-sandwich
Roast
beef
6
oz
American
Sliced
Imitation

Exhibit F Tech Manual 912-T-OPS Food Service System 8-2-10

Cheese
1
oz
Hoagie
bun
(5
inch
minimum)
1
ea
Mustard
2
pk
Salad
Dressing
2
pk
Shredded
Lettuce
1
oz
Onion
2
slices
Tomatoes
2
slices
Chips
1
oz
bag
Cookies
2
ea
Beverage
16
oz
Salt
&
Pepper
1
each
THANKSGIVING:
Roast
Turkey
6
oz
Turkey
Gravy
3
oz
Mashed
Potatoes
 $\frac{3}{4}$
c
Bread
Dressing
 $\frac{3}{4}$
c
Vegetable
Medley
2
c

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Dinner
Roll
2
ea
Margarine
2
tsp
Cranberry
Sauce
2
oz
Pumpkin
Pie
w/topping
1
cut
Beverage
16
oz
Salt
&
Pepper
1
each

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□
CHAPTER: 900 - INMATE PROGRAMS AND SERVICES
TECHNICAL MANUAL 912-T-OPS: FOOD SERVICE SYSTEMS
MEALS ORDERED AND ACTUAL SERVED
CYCLE: ASPCUNIT:
DATE:

MEAL TYPE
REGULAR MEALS
Kitchen Workers
Sack Lunches
Inmates in Lockdown Units*
Medical Diets Off the Line
Religious Diets Off the Line
Kosher Diets
Medical Diet Sack Lunches
Religious Diet Sack Lunches
TOTAL INMATE MEALS
OFFICER MEALS
Officer Sack Meals
Less Staff Paid Meals (DEDUCT)
TOTAL STAFF MEALS
Total ALL Meals
BREAKFAST MEAL # LUNCH MEAL # DINNER MEAL # GRAVEYARD
Ordered Actual Served Ordered Actual Served Ordered Actual Served Ordered
0 H 0 H 0 HI I IA A A AB B BC C CD D DE1 E2 E3F F FG G G
=A+B+C+D+F+G =H+I =A+B+C+D+F+G =H+I =A+B+C+D+F+G =H+I =A
J J J J0 0 0 JK K K K
0 =J-K 0 =J-K 0 =J-K =J-K
=A+B+C+D+F+G =H+I+J-K =A+B+C+D+F+G =H+I+J-K =A+B+C+D+F+G =H+I+J-K =A+J-K

Initial/Date Breakfast Meals Lunch Meals Dinner Meals Graveyard

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=A+B+C+D+F+G+H+I+J-K

=A+B+C+D+F+G+H+I+J-K

=A+B+C+D+F+G+H+I+J-K

MEAL TOTALS:

DAILY TOTAL:

=A+J-K

Brk + L + Din + Gyd

UNIT ADC REPRESENTATIVE/Date

KOSHER MEALS:

E1+E2+E3

CONTRACTOR REPRESENTATIVE/Date

NOTES:

TRANSPORTATION SACKS:

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